

# ASD Service Beacon

*A regular publication for FSIS field and headquarters employees.*

U.S. Department of Agriculture  
Food Safety and Inspection Service

July 1998  
Volume 2, Number 2

**bea-con** (bē-kōn) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

## DIRECTOR'S CORNER

### Workplace Violence

*by Glen Durst*

*Telephone: 202-720-3551*

As you probably read in the newspaper or heard on the television or radio, three USDA employees died in Inglewood, California, on April 23 as a result of workplace violence. This incident is troubling to me as well as many of our colleagues. As a result, an FSIS Workplace Violence Working Group was established.

This Group met on June 2-4, 1998, in Arlington, VA. It included representatives from both headquarters and the field (see John Campbell's article on Workplace Violence). The Group was assigned the task of reassessing the Agency's policies and procedures for minimizing employee vulnerability to violence in the workplace setting and recommending specific measures to further enhance FSIS employee safety. A plan of action to accomplish the above was drafted and is being reviewed within FSIS. This plan assigns individuals who will be responsible for addressing various issues associated with workplace violence.

Ron Hicks and I participated in this meeting and provided overall guidance and encouragement to the Work Group. I truly believe that this

is a potentially serious problem that needs to be addressed within all levels of FSIS. The recent FSIS headquarters and field reorganization has produced change and stress for some employees. We realize that some of our inspectors are particularly vulnerable due to the nature of their assignments. We must work together to minimize the possibility of workplace violence in FSIS so incidents similar to that in Inglewood, California, never occur within this Agency.

## OCCUPATIONAL SAFETY AND HEALTH

### Safety Q&A's

*by Tom Wright*

*Telephone: 202-720-3845*

**Q:** This question came from the Des Moines, Madison, Chicago, Pickerington Multi-District Safety and Occupational Health Committee. For inspection personnel, what is the procedure for the submission and distribution of FSIS Form 4791-27, Report of Alleged Safety and Health Hazard?

**A:** The form consists of six copies. The complainant (employee) completes the form and retains Copy 6. The employee submits the remaining copies to the supervisor or official-in-charge.

The supervisor conducts an investigation/inspection and enters findings and corrective action on the form and retains Copy 1. Copy 2 is provided to the complainant. Copies 3 through 5 are submitted by the supervisor through channels (Circuit Supervisor and District Manager) to the Field Safety and Occupational Health Specialist.

The supervisors and the Specialist review the findings and corrective actions taken and provide comments along with their signature and date. The Specialist retains Copy 3 and sends Copies 4 and 5 through the District Manager and Circuit Supervisor to the supervisor and the complainant.

Field Operations also has a supplementary notification system. For serious and imminent danger hazards, the supervisor also telephones the Circuit Supervisor and the District Manager with information on the reported hazard.

If a complainant is either not satisfied with the original response to a reported hazardous or never received a response, the employee should resubmit the form. A resubmittal is a new form that reports the same hazard. A log should be maintained of all original and resubmitted reports. The same time frames apply to original and resubmitted reports. Reports of recurring hazards demonstrate that

our employees are reporting hazards in a timely manner.

For resubmitted reports of other-than-serious hazards, the employee sends the forms to the District Manager. The District Manager telephones the Field Safety and Occupational Health Specialist with information on the hazard.

For resubmitted reports of serious and imminent danger hazards, the employee sends the forms to the District Manager. The District Manager telephones the Field Safety and Occupational Health Specialist with information on the hazard. The District Manager also notifies the Circuit Supervisor and the local union president of the resubmission.

For additional information on reporting hazards including time frames, please refer to FSIS Directive 4791.12, Reporting and Correcting Occupational Hazards.

### **Workers' Compensation Update**

*by John Campbell*  
*Telephone: 202-720-0541*

The investigations of possible fraudulent workers' compensation claims have begun. Another step in the Agency's very aggressive approach to bringing our workers' compensation program under control is to recommend any employee who reports information resulting in a conviction of a person defrauding FSIS's workers' compensation program for up to a \$5,000 cash award. Attachment 1 to this month's *ASD Service Beacon* is a flyer that describes the process and gives the phone number to call. Please post this flyer in a location at your workplace where all FSIS employees can readily see it.

A letter has been sent to all Managers and Supervisors from William West, Acting Deputy Administrator, implementing another program that will offer workers' compensation recipients a job. This

program will provide three major benefits for the Agency:

- Reduce workers' compensation costs for FSIS;
- Provide managers with additional office assistance; and
- Provide former FSIS employees with meaningful work and responsibilities.

### **Workplace Violence**

Ronald F. Hicks, Assistant Deputy Administrator, Office of Management, and Glen Durst, Director of Administrative Services Division, opened the three day work session on workplace violence. I facilitated the working group that included Roslyn Robinson, Annie B. Johnson, Robert Owens, Gary Davis, George J. Puchta, David Kroeger, John O'Connell, Robert Holloway, Samuel C. Beckley, Mary Lou Bennett, Karen Wesson, and Harry E. Springfield Jr. In a meeting made up of Department representatives to develop Department guidelines for Workplace Violence Jim Stevens, Office of Human Resources Management Safety and Health Division Director, complemented the FSIS workgroup on their efforts and what they accomplished in those three days.

Each of the workgroup members are involved with drafting specific guidelines for FSIS's workplace violence. Attachment 2 to this edition of the *ASD Service Beacon* is a copy of the preliminary action plan that the workgroup developed. Anyone with recommendations or suggestions can contact Victor Randecker via e-mail or by faxing your suggestions to 202-720-7124. You may also contact any of the workgroup members.

## **SUPPLIES**

### **Gel Packs - Problems and Solutions**

*by Pete Bridgeman*  
*Telephone: 202-720-5743*

There have been ongoing problems with the Gel Packs currently being used in the sample shipping containers, including bursting open inside the boxes, getting punctured and leakage at the corners. Many of the gel packs do not last more than one use. A teleconference meeting was held on June 25th, where representatives from the 3 agency labs, the Administrative Services Division and Insulated Shipping Containers (ISC) discussed, among other issues, the gel pack problems and possible solutions. A couple of options are now being explored to resolve the gel pack problem, and we expect to move forward with one of these within the next month. We will inform you of the resolution to the Gel Pack problem in the August issue of the *ASD Service Beacon*.

### **Round-The-Clock Service Now Available on the Toll Free Line**

Recognizing that we have a number of customers who work on Night Shifts, and in many time zones removed from Eastern Daylight Time (West Coast, Hawaii, Guam, etc.), we've added the voice mail feature to our toll-free emergency supply line (1-800-714-8335), for your convenience. Don't panic! That doesn't mean you'll now get a machine every time you call us during normal business hours (7:00 - 4:30 EDT)! We are firm believers in the value of a live voice on the other end of the line and will continue to provide live customer service during these hours. However, for those of you who find it difficult to call during our normal business hours, you'll now have the option of calling during your normal business hours, leaving a detailed message of your emergency need or inquiry (for

example, Customer Number, Item Number, and Quantity needed; Order Number and problem or question, for order inquiries; etc), and we'll handle your request first thing on the next business day. We hope you'll find this added service to be helpful. This service is in place and available now.

### **Plastic Tote/Caddy for Salmonella Analysis Sampling Not Available at Landover**

We've gotten a number of inquiries from the field for a plastic tote or caddy to be used in the process of collecting raw meat and poultry product samples for salmonella analysis. These are not stocked in Landover. The Self-Instruction Guide for this sampling process is found in FSIS Directive 10,230.5, dated 2-4-98. On page 5-3 of the guide, it states that the Inspector-In-Charge can purchase the plastic tote or caddy and submit a claim for reimbursement. The Office of Policy, Program Development and Evaluation has determined this to be the most efficient method for obtaining this item and has no plans for stocking it in Landover.

### **Keep the Bottom Copy of Your Order Form (CFPDC-1 and CFPDC-1A)**

When you complete an order to send to Landover, you only need to send the top copy (Part 1 - Original) of the order form(s). The bottom copy (Part 2 - Agency) is your copy to keep for your records and reference.

### **Returning Items to Landover**

If you mistakenly over-order an item from Landover, or are sent more than you ordered and wish to return items to Landover, please call 1-800-714-8335 with the order number and the number of boxes to be returned. We will arrange to have the carrier pick the boxes up and returned to Landover. It may take anywhere from a day to 2 weeks for

the carrier to make the pick-up, but usually it will be within a couple of days.

### **New Item - Large Foam Ear Plug with Cord - FSIS-12FMLG**

In addition to the FSIS-12FWC, Foam Ear Plug With Cord, which is a "MAX Lite" style green ear plug, we've added the FSIS-12FMLG, which is a larger, pink ear plug with cord, "MAX" style.

### **SF-71 - "Leave Slips"**

The form SF-71, Leave Request, is still available from Landover, unit of issue PKG100 (package of 100). This was omitted from the new catalog, but is still available for inspectors in the field to order. (Most Headquarters and District Offices should now have the SF-71 available on Form Flow, and shouldn't need to order these forms from Landover.)

### **Custom Rubber Stamps**

We do not have the ability to provide custom designed rubber stamps out of Landover. Only those generic stamps listed on Page 20 of the catalog are available.

### **Discontinued Items**

*Item No. 7196* - 1998 Calendar Desk Blotter Pad is no longer available.

*Item No. 3174* - "Certified" rubber stamp has been discontinued. Any backorders for these items have been canceled.

### **Hard-Hat Helmet Decals**

A "USDA" decal will be available August 1, to go on the front of the hard-hat helmet. The item number for the new decal will be FSIS-04HDECAL, and the unit of issue will be EA (each). Please do not order these prior to August 1.

### **1999 Wall Calendars**

We will distribute a 1999 Wall Calendar to the USDA inspector at every federally inspected plant later this month. Unless you require more than one, you will not need to order these calendars from Landover. We will inform you in next month's (August) Beacon when the other 1999 calendars will become available for ordering from Landover, and the Item Numbers for ordering them (the numbers will be different from the 1998 calendars). We hope to have a supply available for ordering by the middle of August.

### **Item Numbers Must Be Placed On Order**

As a reminder, please be sure to write in the Item Number for each item you order from Landover. A description without the Item Number may result in receiving the wrong item, as there are often similar descriptions for different items. If you can't find the Item Number in the Landover Catalog, call 1-800-714-8335 to get the correct number. Incomplete Item Numbers can also be a problem. Please double-check the item number to make sure it is correct. (Example: if you leave the "VEST" off of the item number for a large freezer vest, FSIS-01LG-VEST, you may wind up receiving a large freezer coat, which is FSIS-01LG).

## **PROCUREMENT**

### **Procurement Outreach Efforts**

*by Julie Adams*

*Telephone: 703-730-9834*

The Federal Government is renewing its efforts to ensure that small businesses and organizations for the disabled receive a fair and equitable share of Federal contracts. FSIS purchases over \$10 million in products and services annually and is doing its share to support this effort.

Public law requires that Government agencies set-aside at least 60% of all procurements for small business establishments, and specifically targets those procurements under \$100,000. The ultimate objective is to assist the small business community in increasing their competitiveness through equitable participation in procurement opportunities. To reach these goals, FSIS is actively identifying and pursuing business opportunities with small, small disadvantaged, and small women-owned businesses. Outreach efforts to date include:

- participation in nationwide small business conferences;
- regular meetings with individual representatives of small business enterprises; and
- the promotion of small business vendors in all procurements.

These efforts are expanding the Agency's source list of qualified vendors. The use of these alternative sources allows FSIS to achieve the Government-wide participation goals while providing better service and competitive pricing for our requirements.

The Javits-Wagner-O'Day Act promotes the use of programs that provide employment and training opportunities for the blind and severely disabled, as an alternative to welfare. The National Institutes for the Blind and the National Institutes for the Severely Handicapped (NIB/NISH), produce various office supplies, furnishings, and support services for Government purchase. These goods and services are reasonably priced and are easily available, using the I.M.P.A.C Visa Purchase Card, from GSA Customer Supply Centers, and various GSA Schedule vendors. In addition, Federal regulations establish NIB/NISH as mandatory sources of supply for those products and services they can provide. A procurement list and a list of eligible GSA Schedule

contractors are available from the Acquisition and Agreements Section (Telephone 202-720-9891).

### **USDA Small Business Awards Ceremony**

On June 4, the U.S. Department of Agriculture held its Small Business Awards Ceremony on the patio of the Jamie Whitten Building in Washington, DC. Bay State Computers, Inc., id enterprises inc., and CTM, Inc., will receive FSIS' awards for small business, small disadvantaged business, and small women-owned business of the year respectively. In addition, CTM, Inc., will be honored as the USDA Women-Owned Business Contractor of the Year. FSIS congratulates all the winners and appreciates their outstanding efforts in support of the FSIS mission.

## **PACKAGE DELIVERIES**

### **Mail From the Field to the Financial Processing Center**

*by Robert Townsend  
Budget and Finance Division  
Financial Processing Center  
Telephone: 515-334-2025*

The Financial Processing Center (FPC) in Urbandale, Iowa processes Time and Attendance Reports, Services Rendered (Form 5110-1), Slaughter Reports, and by July 1, will be processing all field Travel Vouchers. Employees either use the U. S. Postal Service or Federal Express to send documents to the FPC. In order that we may serve you better, we ask that you observe the following suggestions when sending your documents to us.

Slaughter Reports should be sent to the FPC using a Business Reply envelope available from the Landover Supply Center, Form FSIS 1413-50. This is a manila envelope preprinted with our address as P.O. Box 9205, Des Moines, Iowa. This envelope

requires no postage stamps. If a large envelope is not necessary, use the 4X9 white envelope, Form FSIS 5610-1. This envelope does require a postage stamp. Quite a number of IIC's are sending slaughter reports in old Business Reply or "franked" envelopes addressed to Data Services at 210 Walnut Street, Des Moines. These envelopes should be destroyed. It is against Postal Regulation to change the address on these old envelopes, and forms sent to the old address are at risk of winding up as "dead letters", since the time to allow forwarding of these envelopes has expired. The Data Services group moved to the Financial Processing Center in October 1997.

Employees who use the U. S. Postal Service to send T&A's, Travel Vouchers, or 5110-1's should use the blue Business Reply Envelope addressed to the FPC at P. O. Box 9205, Des Moines, Iowa. This envelope is also available from the Landover Supply Center, Form FSIS 1400-89. These envelopes should not be altered in any way, and it is not necessary to put any stamps on them. We use the P.O. Box for T&A's because we drive to the Des Moines Post Office to pick them up early each morning so we can start inputting the T&A's as soon as possible. Mail addressed to our street address is not delivered until mid-afternoon. Again, it is against Postal Regulation to change the address on a Business Reply Envelope, so old Postage Paid envelopes addressed to the former regional offices should not be used to mail to the FPC.

Employees who have been directed by their District Office to use Federal Express to send documents to the FPC should follow the instructions from the District. Federal Express can not deliver to a P. O. Box, so employees should use our street address, 4520 114th Street, Urbandale, Iowa, 50322, when sending documents by Federal Express. Please do not ask

for Saturday delivery. We are not open on Saturday, and these envelopes have either been left outside, or taken back to the FedEx office and delayed for up to four days. Please do not put documents in a separate envelope before putting them in the FedEx package.

Following the above guidelines will help assure your documents get to the FPC on time and will help the mail room employees sort the documents quickly. Thanks for your help.

## RECORDS MANAGEMENT

### USDA Filing Systems

by Michaelle R. Fisher  
Deputy District Manager  
Springdale, AR District Office  
Telephone: 501-751-8412

*Editor's Note: Michaelle Fisher sent this article to all employees in the Springdale, AR district. Since the information applies to all FSIS components, we have been asked to incorporate the article in this month's edition of the ASD Service Beacon.*

All official USDA files should be disposed of according to the publication, "Inspection Operations In-Plant Filing System", published by the Records Management Section in October 1995. It is our understanding that all headquarters plants should have a copy of this booklet.

If any office does not have a copy, you may order it from Landover Supply. Request FSIS-44, Inplant File System for Meat and Poultry Establishments. You can also order necessary replacement file labels. To order, request FSIS-44A, Replacement Labels for Inplant File System.

It is VERY IMPORTANT that field personnel keep the official files updated per this publication. All

files are to be properly disposed of according to the listed timeframes. NOTE: All files are purged based on a fiscal year (FY) (Oct. 1 - Sept. 30); not a calendar year (Jan. 1 - Dec. 31). The ONLY exception is the T&A report, which is based on the calendar year.

Example: on page 6 of the booklet, Code INSP 3, Corrective Action. This refers to PDR's or NR's. These documents are to be destroyed 2 years following the end of the fiscal year in which the corrective action (PDR/NR) was completed or closed. Therefore, if a PDR was closed on Sept. 29, 1995 - it would be destroyed on Oct. 1, 1997. If a PDR was closed on Nov. 1, 1995 - it would be destroyed on Oct. 1, 1998. The first PDR was closed in FY 1995, whereas the second PDR was closed in FY 1996.

## VEHICLES

### Government Vehicle Assignments and Replacements

by Brian McNiff  
Telephone: 202-720-4162

All requests for government vehicles must conform to the Agriculture Property Management Regulations. These regulations support federal policy cited in CFR Title 41, Chapter 101, Subchapter G - Aviation, Transportation, And Motor Vehicles. This regulation states that the only sedan authorized for official government use is the compact or subcompact sedan. The policy of this office is to order compact sedans for all FSIS field activities. If a vehicle other than a sedan is required to meet the needs of the agency, i.e. minivan, pick-up or 4WD Utility vehicle, the request must be justified and approved by the District Manager. In no situation may an individual request a change in vehicle type through direct correspondence with the GSA Fleet Management Center. All requests

for vehicles other than sedans must come through this office.

The replacement policy for GSA vehicles is 60,000 miles or 3 years, whichever comes first. If a change in type of vehicle is requested at time of replacement, the employee must submit written justification to their District Office and have signed approval by the District Manager.

### Annual High Mileage Notice

The Annual High-Mileage Notice has been issued and we are processing these forms as we receive them. Due to the short turn around time, we will continue to accept and process all requests through the month of July. We request all commitments be made on the newly updated FSIS Form 3800-2 (3/98). A copy of this form was mailed with the notice. Completion of the new form will expedite new requests for government vehicles and allow us to update vehicle replacement data. Also, all commitments to drive government vehicles must be signed by the requestor and their supervisor. When the form is completed you may mail it directly to this office.

All questions regarding motor vehicles, high-mileage commitments, vehicle accidents and related Tort Claims should be directed to Brian McNiff at 202-720-4162.

## DIRECTIVES MANAGEMENT

### Recent Agency Issuances

by Mary M. Wissman  
Telephone: 202-720-8287

The following notices and directives have been issued since the June 1998 edition of the *ASD Service Beacon*. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency

Issuances" public folder in the Exchange mail system (Outlook).

Notice 20-98 (5/29/98)  
Honor Award Recipients--1998

Notice 21-98 (6/9/98)  
Ground Products Covered by the Salmonella Performance Standards

Directive 1240.1 Revision 3 (6/9/98)  
Communications with Congressional Members and Their Staffs and Other Elected Officials

Directive 6150.1 Revision 1(6/19/98)  
Poultry Post-Mortem Inspection and Reinspection-- Enforcing the Zero Tolerance for Visible Fecal Material

Directives and notices are distributed automatically to applicable Agency employees and offices. Additional copies are available from the Printing and Distribution Section of the Paperwork Management Branch, Room 0157-S, Telephone: 202-720-4661.

## MISCELLANEOUS

**New FSIS Web Site**  
by Kevin Dressman  
Telephone: 202-690-1276

On June 17, 1998, the FSIS Web site will have a new address (URL):

**<http://www.fsis.usda.gov>**

All FSIS Web pages have moved from the USDA host computer ("Web server") to a new host computer owned and operated by FSIS. All of FSIS' Web documents will therefore have a new address. The new Web server will provide increased capacity and flexibility, allowing FSIS to build and enhance its Web presence in the coming months.

The Office of Management's part of the FSIS Web Site has undergone some revisions as well. We've redesigned some of the pages as well as incorporated additional content. Current and past copies of the *ASD Service Beacon* are now available in Adobe Acrobat format. This supplements the paper copy distribution to all employees and the electronic versions posted in the OpenDesk and on Exchange mail systems. A special "thanks" goes out to Inspector Bruce Budd, Haverhill, MA, for his suggestion to make this newsletter available on the Web. You can also view FSIS organizational charts under the section titled "Employment".

To assist users of the FSIS Web site, a notification of the new URL will be posted on the "old" home page (<http://www.usda.gov/fsis/>), and on key pages within the existing Web that users are likely to have on their list of favorite places. Users will be able to reach the new pages by following a link, or they may wait several seconds and be automatically forwarded to the new server.

If your Web browser uses the FSIS Home Page as its "Start" page, change the appropriate settings. And, don't forget to update your list of bookmarks or favorite Web pages.

Questions about the content of the Web site should be directed to the contact listed on the document in question, or to Sandy Facinoli or Linda Eckrich with the Food Safety Education and Communications Staff (202-720-7943). Technical questions may be directed to the FSIS Help Desk (202-720-4016).

**To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:**

**Kevin Dressman**  
**Editor, *ASD Service Beacon***  
**USDA, FSIS, ASD**  
**Room 2944 South**  
**Washington, DC 20250-3700**  
**Fax: 202-720-7124**

*Editor's Note: Several of the Environmental, Health and Safety Branch's Field Safety and Occupational Health Specialists' telephone and fax numbers have changed recently. For your information, Attachment 3 to this edition of the *ASD Service Beacon* is an update to the map provided in the Volume 1, Number 9 (February 1998) issue.*

# \$5,000 CASH AWARD

Anyone who defrauds the Workers' Compensation Program gets what they deserve...

...and you can help. Food Safety and Inspection Service will recommend anyone who reports information resulting in a conviction of a person defrauding the workers' compensation program for up to a \$5,000 cash award.

To report OWCP fraud, call:

1-800-370-3747

Personnel Operations Branch



### **Workplace Violence Workgroup Plan of Action**

1. A. Draft a letter to all employees from the Administrator with FSIS's Policy Statement.  
  
B. Draft a notice to all employees on FSIS workplace violence Policy and Procedures with a periodic reminder and provide feedback on program activities.  
  
C. The Workplace Violence Work Group or a portion there of will act as the FSIS Assessment/Response Team to monitor any emergencies and/or a high response from FSIS employees to the Administrators letter.
2. A. Review existing policies, directives and guidance to employees to determine if any should be revised.  
  
B. Develop a database on resources, references and clearinghouses.
3. A. Review existing employee supports measures, (such as EAP, Wellness, Faith, and VDIP) in situations such as plant closures, and determine the areas the Agency can enhance employee support for workplace violence.  
  
B. Develop Response Plan.  
  
C. Establish a violence assessment team mechanism.
4. Develop a specific policy on employee safety from violence, including practical measures and to include findings from 1, 2, & 3.
5. A. Develop and/or adapt a brief employee guide for preventing and handling workplace violence incidences.  
  
B. Develop other visual aids, (Develop Q's and A's).
6. A. Evaluate the effectiveness of the action plan.  
  
B. Identify and Develop opportunities for employee input and feed back.
7. Identify specific components to be included in a short-term and long-term plan for awareness, training and education to maintain a high level of awareness.



6/25/98

# Food Safety and Inspection Service Field Safety and Occupational Health Specialists Assignments

**Roger Perkerewicz**

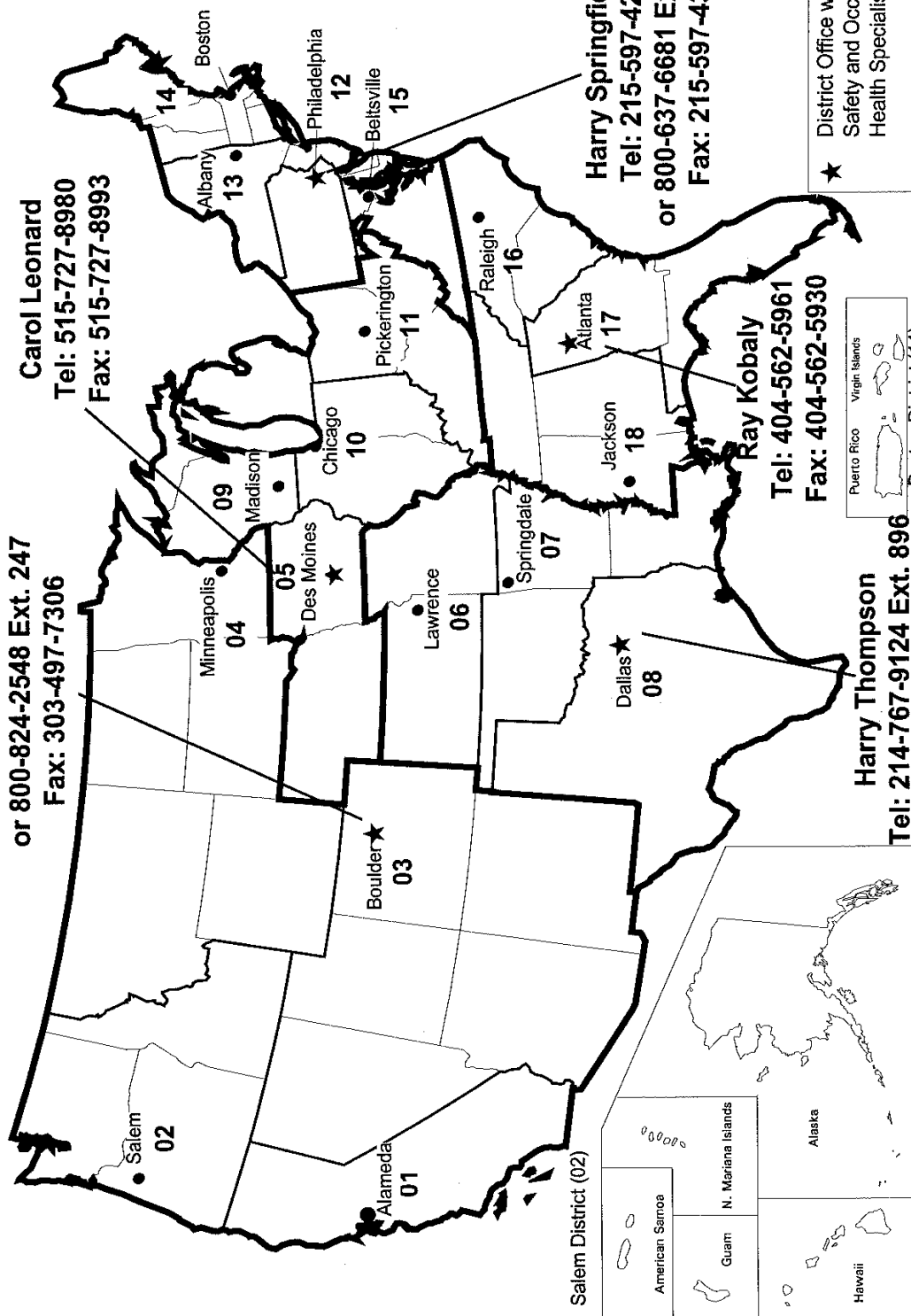
Tel: 303-497-5411 Ext. 247  
or 800-824-2548 Ext. 247  
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**Carol Leonard**  
Tel: 515-727-8980  
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**Harry Springfield**  
Tel: 215-597-4219  
or 800-637-6681 Ext. 126  
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**Ray Kobaly**  
Tel: 404-562-5961  
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Fax: 214-767-0266



★ District Office with Field Safety and Occupational Health Specialist  
● District Office